



Goddard Policy Directive (GPD)

DIRECTIVE NO. GPD [XXXX.Y]
EFFECTIVE DATE: _____
EXPIRATION DATE: _____

Responsible Office: [Code / name of Office originating or responsible for this document]

Title: [Document Title]

[As directives (GPDs, GPRs, GIDs, PGs, and WIs) are being prepared for formal coordination and publication, they will contain essential common standard elements and will be prepared in accordance with GPR 1410.1. Each page will contain a standard HEADER which includes the Document Number, Effective Date, Expiration Date, and Page # of #. Requirements statements are denoted by “shall.” There shall be one requirements statement per paragraph. If a process flow diagram is presented, please use Microsoft Word “autosshapes,” which is accessible from the “Insert/Picture” menu. The Change History Log will always be the last page of each directive.

PLEASE DELETE THE BRACKETED TEXT PRIOR TO SUBMITTING YOUR FINAL DOCUMENT]

1. POLICY

[Provide a clear short statement of the Policy.]

2. APPLICABILITY

[Specify the GSFC organization(s) area, function, group to which this directive applies.]

3. AUTHORITY

[List and identify, by number and title, higher-level documents that authorize the directive or mandate is needed.]

4. APPLICABLE DOCUMENTS

[If used, list and identify by number and title, all documents and forms that are referenced in the body of this directive.]

5. RESPONSIBILITIES

[Identify the responsibilities of various offices/positions for implementation of this directive. Existing internal/external requirements shall not be replicated in this directive, nor shall technical requirements be included. There shall be one “shall” statement per paragraph.]

6. DELEGATION OF AUTHORITY

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[Positions to which the authority of this directive may be delegated.]

7. MEASUREMENT/VERIFICATION

[List the standards used to measure compliance with this directive.]

8. CANCELLATION

[List and identify, by number and title, any directives that are cancelled by issuance of this directive.]

Robert Strain [The Center Director signs the bottom of the document rather than the Header.]
Director

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Attachment A – Definitions [List in alphabetical order and number A.1, A.2,]

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline		Initial Release
A [If this is the baseline version, leave this and the remaining Revision blocks blank]		

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